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**From:** Farak, Sonja (DPH) [/O=COMMONWEALTH OF MASSACHUSETTS/OU=MASSMAIL-01/CN=RECIPIENTS/CN=SONJA.FARAK]  
**Sent:** 5/21/2012 11:07:50 AM  
**To:** McGuire, Thomas M (DPH) [/O=COMMONWEALTH OF MASSACHUSETTS/OU=MASSMAIL-01/CN=RECIPIENTS/CN=THOMAS.M.MCGUIRE]  
**Subject:** RE: Travel on Coverdell Grant

Hi Tom-

Who/where do I send the reimbursement forms to? Normally I send my in-state travel forms to Julie Nassif (my supervisor) to sign and forward to the correct person, but I noticed that there is not a place for her signature on the out of state travel form. Thanks for your help.

-Sonja

Sonja Farak  
Drug Analysis Lab  
work: 413-545-2601  
cell: [REDACTED]

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**From:** McGuire, Thomas M (DPH)  
**Sent:** Tuesday, May 08, 2012 4:36 PM  
**To:** Lleshi, Hevis (DPH); Farak, Sonja (DPH)  
**Cc:** Nassif, Julianne (DPH)  
**Subject:** Travel on Coverdell Grant  
  
Sonja & Hevis,

Back in March you both did some travel to receive training. Have you both submitted your travel reimbursement forms? I'm asking because the grant's accounts payable period closes in the next few weeks so if you have not submitted your travel reimbursement please do so immediately.

Thanks